



*Lincoln Park
Dance Company*

*Student Policies
and
Participation Handbook*

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Welcome to the Lincoln Park Dance Company

The Lincoln Park Dance Company (L.P.D.C.) is a non-profit organization and serves to provide the members of the community at large with educational and performance opportunities exploring the arts; focusing on the traditional forms of dance and the performing arts of various cultural dance traditions. The company operates in cooperation with the City of Lincoln Park Parks and Recreation Department. The dance program has been under the direction of Lisa Allai-Stop since 1997.

The Lincoln Park Dance Company provides numerous performance opportunities for participants including an annual recital, Christmas performance and various other events throughout the year. We encourage the community to invite us to their next event as we are happy to perform at community events, fairs, hospitals and convalescent homes.

The dance faculty strives to provide various enrichment opportunities to our students along with constant continuation of our own dance education. This is accomplished through attendance of seminars and professional organization events, continuing classes, attending performances and procuring guest teachers on occasion.



Contact Information

We have numerous sources for information. In addition, a monthly Newsletter update will be sent home and emailed the first week of each month. Notes will also be available on the website or app.

Please make note of the following:

1. Studio Website: WWW.LincolnParkDance.net
2. Facebook Pages: Group Page <https://www.facebook.com/groups/57060540518/>

Please use the group page to ask questions or post about dance.

Business Page <https://www.facebook.com/LincolnParkDance/>

3. Parent Portal: <https://dancestudio-pro.com/online/lincolnparkdance>

This is where you will register your contact information and your dancer's information. We use this site to send out studio notices so please be sure your contact information is correct. We also use this site to verify name spelling or the program so you are responsible for checking spelling here. You will also find a studio calendar and links to your class music and videos for practice.

4. Studio App:

Android: https://play.google.com/store/apps/details?id=com.app_lincolnparkdance.layout&hl=en

Iphone: <https://itunes.apple.com/ao/app/lincoln-park-dance-company/id994531816?mt=8>

5. Studio Contact:

- a. Miss Lisa 313-706-3310 Lisa@LincolnParkDance.net
- b. Miss Stephanie Stephanie@LincolnParkDance.net
- c. Miss Phyllis Phyllis@LincolnParkDance.net
- d. Miss Jessica Jessica@LincolnParkDance.net
- e. Miss Averí Averi@LincolnParkDance.net
- f. Miss Jennifer Jennifer@LincolnParkDance.net
- g. Miss Dawna Dawna@LincolnParkDance.net
- h. Miss Delia Delia@LincolnParkDance.net
- i. Mr. Jair Jair@LincolnParkDance.net

6. Lincoln Park Recreation: 313-386-1817 <https://www.lincolnparkrec.com/info/household/login.aspx?1>

a. This is the office number but please contact Miss Lisa with any dance questions.

7. Twitter: <https://mobile.twitter.com/LPDanceCompany>
8. Google+: <https://plus.google.com/116812479737122687164/posts?hl=en-GB>
9. Instagram: <https://www.instagram.com/lincolnparkdance/>

★ Registration Information

L.P.D.C. runs three sessions; fall, spring and summer. Please see our website for current registration dates. The fall program begins in September and ends with the annual recital in May or early June. All fall classes participate in the Spring and Christmas recitals. Summer session begins in June and generally runs for six weeks.

Late registrations for the fall session will be accepted throughout the year. Students registered before January 31st can enroll in the regular session classes provided that the costume for that class is still available. Students wishing to register after January 31st must choose one of the spring only session classes. Please see the website schedule for dates and times. All students must have a contract form signed and returned by the first class attended in order to participate. A \$10 registration fee applies to all students and is due the first day of class.

★ What Will I Need for Class?

Class Attire: The Lincoln Park Dance Company does have a dress code. Students are required to wear the class uniform to participate. Students will be given two weeks from their start date to acquire their class uniform. One week per month will be a uniform free week where students may wear different colored leotards, tights, shorts and even a Lincoln Park Dance Company t-shirt that week. Students must still be in dance appropriate attire which means no oversized clothing or pajama pants. Class uniforms are to be purchased through LPDC. Class uniforms are as follows:

Required

Optional

Ballet:

Solid Black leotard
Ballet pink, white or tan tights
Hair in a bun/no long bangs
Pink ballet shoes

Black ballet skirt
Black wrap sweater
Ballet pink or black legwarmers

All other classes:

May wear black boy cut shorts, black leggings or capris in place of the ballet skirt.
No flare bottom pants please.

Hawaiian:

Pa'u skirt
Pareo
Leotard or t-shirt with skirt

Students not adhering to the dress code will receive a verbal warning for the first violation, a written warning for the second and will not be permitted to participate in subsequent classes if the problem persists and will only observe class.

Any black leotard can be selected from our supplier and the prices are comparable or lower than any discount store including Walmart or Target. We strive to keep prices as low as possible.

Hair and Jewelry: All students will come to class with their hair up including long side bangs. Hair must be off the face and not a distraction in class. Ballet 2 and higher must be in a bun. Again, this is for the safety of the student. Please do not wear jewelry other than stud earrings to class. You will be asked to remove it and we are not responsible for any lost or stolen items.

Shoes: Proper dance shoes are part of your uniform. Please see the class requirement shoe list online.

★ Tuition and Fee Policies

The fall tuition fee schedule is broken down by the length of time of the class and the number of classes in which the student has enrolled. Please see the website for current season rates. Tuition covers the class expense and all additional dress rehearsal fees for the entire dance season, September - May which works out to about 26 - 31 weeks of lessons depending on recital date and holidays for the year.

Class payments can be made in 4 equal installments. Current tuition fees can be found on the school website. Class discounts do not apply to competition team, family members or private lessons. Registration is open to non-residents but an additional \$5 non-resident fee will be applied to all participants that do not reside in Lincoln Park. Students registering for the unlimited weekly classes plan will pay the fee associated with the longest class that they are enrolled and will receive a costume discount of \$5 per costume.

All students will pay a \$10 registration fee at the first class.

Private Lessons (30 Minutes):

*Solo \$ 55 per month *Duet \$ 28 per month per student *Trio \$ 20 per month per student

Private lessons must pay for all lessons regardless of attendance. Privates must also be paid by the month and must be paid one month in advance of the lessons or the student will not be permitted to take their lesson until the account is brought up to date. No make-ups or credits will be awarded for privates missed while the account is not up to date. So long as the private time is being held for you, you are responsible for the fees regardless of your attendance.

All late tuition or costume payments will be billed a \$5 late for the first week missed payment and charged an additional \$1 per week until the account is brought to balance. Additionally, any students not paid in full by the final tuition due date will not be permitted to class and removed from class choreography. If payment arrangements are made in time to place the student back into the choreography, a re-staging fee will be charged. Otherwise, any students not paid in full by recital will NOT be permitted in the show.

Additional Fees:

Costumes, shoes, class wear and props are not included in the class fees.

Costume fee is \$55 for each class in which the student has enrolled. Students requiring a costume in special sizes such as an extra-large, will be charged an additional fee based on the supplier fees.

Please see the "What Will I Need?" section for more information on class wear and shoes.

Some choreography may require a prop such as a parasol, a cane or a special headpiece that did not come with the costume. Additional fees for such items are generally under \$10 and due when the items are ordered. All students will be required to purchase a pair of tights at \$8 for the Christmas show and all students in the Level 2 classes and above will need to purchase the studio stage jewelry package at \$18.

We also offer the services of a professional photographer and videographer for shows at a reasonable price.

★ Cancellation Policies

The deadline to withdraw from classes is November 1st. Any student wishing to withdraw must officially drop the class through the Lincoln Park Recreation Office by November 1st. Students will be responsible for payment for all classes enrolled until the official withdrawal date. Any student still enrolled by November 1st is responsible for full payment for the entire season. Non-attendance is not an official withdrawal.

Class Attendance

Students are expected to attend class regularly and to be on time to class. We understand that sometimes there are issues beyond your control but please attend regularly, be punctual and please inform us if you will be absent. If you can't make the commitment to attend regularly and on time, then please do not register for classes. In addition, students who are late are missing vital warm up exercises and risk injury by jumping into class late. Tardiness is also a disruption to the rest of the class.

The following attendance policies will be enforced:

For participation in the Christmas show: No more than 3 absences from the date of registration until the Christmas performance. Attendance at the dress rehearsal is also mandatory.

For participation in the spring recital: No more than 5 absences from January until the show. Attendance at the dress rehearsal is also mandatory. Arriving 15 minutes or more late for class will be counted as an absence. If any student misses 2 weeks or more consecutively, they will be required to take a private lesson to catch up at our regular private lesson rates.

Students who are absent excessively can and will be excluded from the performances. It is not fair to the other students in the class to have a student who is not adequately prepared for the show and this makes the entire class look under rehearsed nor do we wish to place that child into a possibly humiliating position on stage.

Students that have exceeded the maximum absences may take private lessons to catch up and will be charged the regular private lesson rate to do so. However, the final participation decision will be made on an individual basis at the instructor's discretion. Any student who is not permitted to perform due to multiple absences/tardies will not receive any refunds for any dance expenses incurred including tuition, costumes or shoes. If there are extreme circumstances such as an extended illness or injury, we will require documentation from your physician to return to class and any restrictions you may have.

Performances

The Lincoln Park Dance Company holds two regular performances each year; a Christmas Revue and the Annual Recital. Both shows are held at Lincoln Park High School and do require the purchase of a ticket for entry.

All participants are required to stay for the entire performance. We only have 2 major events and we expect you to make proper arrangements to be there for the entirety. Dancers will remain backstage for the duration of the performance and participate in a final curtain call at the end. Your dancer will be brought to you in the lobby at the conclusion of the performance.

If you have an approved reason for not being able to stay for the entire event, you must submit a request for approval to claim your dancer early no later than 1 week prior to the show so that we can make adequate arrangements to ensure your child's safe return. Please don't ask to release children for ball games, parties and other events. Again, we only have 1 spring recital. Make arrangements to be here and support ALL of the dancers in the show. No dancers will be released early on show day without prior authorization.

Additionally, cell phone use is prohibited during the recitals and may be cause for removal.

We welcome parents and community members to invite us to perform at your event. If you have a loved one in a convalescent home or hospital or need entertainment for a school event, let us know and we will be glad to send some dancers to perform.

School closings

School closings due to inclement weather or emergency situations will be posted on our website and Facebook. Additionally, emails and/or text messages will also be sent to all who have provided us with valid information through the Parent Portal. You are responsible for registering and ensuring that we have valid contact information for you. We may not always cancel classes when the schools are closed if the roads clear up by early afternoon. In the case of a class cancellation, we will try to schedule make up lessons if any of the classes are behind in their recital preparation but this will be dependent upon room availability in the bandshell and cannot be guaranteed. There will be no refunds for cancelled lessons.

Class schedule/Levels/Descriptions

Classes are available for all ages and abilities. Adults with dance experience and appropriate skills are welcome in the teen classes if an adult only class is not available. Please refer to our website for full class descriptions, class levels and current schedules. Instructors reserve the right to move students to most appropriate level for that student regardless of their age or experience.

Private lessons, duets and trios are available by request. These lessons are 30 minutes in length and are meant to serve as individualized attention in order to complement the student's class study and do not replace a class. Privates, duets and trios are only offered outside of the posted class schedule and available times will be filled on a first come, first served basis. Students must be enrolled in a class in the discipline in order to qualify to take a private in that discipline. Private lessons are a privilege and instructors reserve the right to cancel or refuse private lessons to any student at any time who is not practicing sufficiently, comes to class unprepared, does not know their steps each week or for any behavioral issues.

Tuition and Fees

The fall tuition fee schedule is broken down by the length of time of the class and the number of classes in which the student has enrolled. Tuition covers the class expense and all additional dress rehearsal fees for the entire dance season, September - May which works out to about 26 - 31 weeks of lessons depending on recital date and holidays for the year.

Class payments can be made in 4 installments. Current tuition fees and due dates can be found on the school website. Class discounts do not apply to competition team, family members or private lessons. Registration is open to non-residents but an additional \$5 non-resident fee will be applied to all participants that do not reside in Lincoln Park. All students will pay a \$10 registration fee at the first class.

Private Lessons (30 Minutes):

**Solo \$ 55 per month *Duet \$ 28 per month per student *Trio \$ 20 per month per student*

Private lessons must pay for all lessons regardless of attendance. Privates must also be paid by the month and must be paid one month in advance of the lessons or the student will not be permitted to take their lesson until the account is brought up to date. No make-ups or credits will be awarded for privates missed while the account is not up to date. So long as the private time is being held for you, you are responsible for the fees regardless of your attendance.

Additional Fees:

Costumes, shoes, class wear and props are not included in the class fees.

Costume fee is \$55 for each class in which the student has enrolled. Students requiring a costume in special sizes such as an extra large, will be charged an additional fee based on the supplier fees.

Please see the "What Will I Need?" section for more information on class wear and shoes.

Some choreography may require a prop such as a parasol, a cane or a special headpiece that did not come with the costume. Additional fees for such items are generally under \$10 and due when the items are ordered. All students in the Level 2 classes and above will need to purchase the studio stage jewelry package.

We also offer the services of a professional photographer and videographer for shows at a reasonable price.

Fundraising Opportunities

The Lincoln Park Dance Company is a non-profit corporation. We provide numerous fundraising opportunities for our students to defray the costs involved in participation. The majority of the profits from individual sales fundraisers will go directly to the student to be used for any personal dance needs. Fundraising money can be applied to any tuition payments and costume fees. With a little hard work, many parents have managed to pay for their entire dance expenses through fundraising efforts.

Group fundraisers such as the dining out fundraisers and the haunted house are designated to the Lincoln Park Dance Company for operational fees, recital and equipment needs.

Notices will be sent home with every fundraiser explaining in detail how the funds will be dispersed from each event, due dates and our rules for using the fundraising accounts. Please read these notices carefully. Participation in fundraisers is encouraged but is not required.

Fundraising accounts will roll over to students each year provided that the student is registered by Nov. 1st each year. After Nov. 1st, any funds in that student account will roll into the dance general fund. We cannot refund any monies not used by the end of the year if you do not plan to return to dance the following year nor can we hold funds for students who take off a year or more.

Student Expectations

We want our students to learn and progress so please adhere to our guidelines. Any students dismissed from the program because of any policy issues will not be entitled to refunds for any dance expenditures.

- 1. Bring your binder to class each week and a pen. Be sure to place all notes in your binder and take class notes on new steps each week.*
- 2. Bring snacks to be eaten in between classes and water. You may not snack during class.*
- 3. Come to class prepared to dance, that is, you are dressed properly and hair is tied up.*
- 4. Use the restroom before class and keep the restroom clean.*
- 5. Turn off your cell phones or leave them at home.*
- 6. Be respectful of your teachers and other students.*
- 7. Always wait for your ride INSIDE the building.*
- 8. Students who are a continued disruption in class will be asked to leave the program. This includes, but is not limited to, children who run around the room during class, children who cannot follow directions, and students who are disrespectful or mean toward their teacher or other students.*

9. *Your teacher is the only one who will give corrections; it is not up to you to correct other students.*
10. *Students are expected to practice and know your dance.*
11. *Pay attention to corrections given to others in class and apply these corrections to your dancing.*
12. *Give 100% all the time. We know when you are trying and when you can do better. I would rather have a class full of kids with lower skills who work hard than a group of talented kids who are lazy. If you don't want to work hard, then don't dance.*
13. *Video tape your dancing, then critique it yourself to improve your technique.*
14. *If you can't say anything nice, then don't say anything at all. This applies to comments about your teachers, other students, other parents, other dance studios, your music or costume or whatever. We want a positive environment here so if you are unhappy here, dance somewhere else so that the rest of us can continue to have a pleasant experience without the gossip, drama and complainers. This behavior is cause for dismissal from the program at the director's discretion.*

★ *Observer Expectations*

Parents are permitted to observe class one week per month. These dates are listed on your dance calendar. When observing, please follow the courtesies listed below:

1. *Turn off cell phones during class. If you must take a phone call, please leave the class area.*
2. *Please do not converse with others in the classroom.*
3. *Please do not coach or talk to your child during class and leave instruction and correction to your teachers who are trained to do so. The student's attention needs to remain on the teacher.*
4. *We will not correct everything that a child may do incorrectly in class. Children, and adults, learn best when presented with only a few tasks at a time. Overwhelming students with every correction only confuses students and takes the fun out of dance.*
5. *Siblings are welcome to observe class provided that they are silent and they remain in the designated viewing area. Children wandering into the dance area are a distraction and they face the risk of injury from the children who are dancing in class. Please remove crying or loud children immediately.*
6. *Please pick up your child on time from class.*
7. *If your child is old enough to be dropped off at class, please instruct them to wait for you in a designated area inside the building even if it is warm or light outside.*
8. *Parents may video tape class for practice or personal purposes only. Any person found posting classes, performances or any LPDC event or staff on public sites such as Youtube or Facebook without written permission of LPDC will be immediately removed from the program and legal action will be taken. No refunds of any sort will be dispersed.*
9. *A newsletter is sent home the first week of each month. Please read it carefully to ensure that you are aware of all that is happening at dance. Newsletters will also be posted online and emailed.*
10. *Lend a hand if you can. Join one of our committees or volunteer to help out.*
11. *If you do have an issue or concern, please talk to your teacher or Miss Lisa. Our teachers are all level headed, and reasonable people and we want to work out problems when they occur. However, parents who are unable to discuss a situation in a calm manner will be dismissed from the program. We also cannot cater to every parent's opinion so please don't expect us to change our policies because you have a differing opinion. We try to accommodate people but we would never get anywhere if we changed policies every time someone had a different idea or opinion.*



Recital Costume Policies

1. Measurements will be taken at our designated costume night listed on the website. Please bring your child dressed in a leotard and tights for proper measurements. Our staff will select the proper size.
2. A costume is required for each class a student is enrolled in for the fall session. The costume fee is \$55 per class.
3. All new cheer students will rent their uniform from the dance company. Please submit two separate checks, one for \$25 and one for \$75. The \$25 check will be cashed as a rental fee and used to help maintain the uniforms. The \$75 check will be returned to you at recital when the undamaged uniform is returned in its entirety. Any missing pieces or damage will result in the \$75 check being cashed and possibly additional fees if the deposit does not cover the repairs or replacement.
4. Any costume not paid in full by January 2nd will be cancelled from our regular order. If you pay late fees to LPDC plus you may be responsible for additional processing and shipping fees ranging from \$10 to \$25 per costume.
5. The costume fee includes the students costume and a pair of tights. Costumes that have pants do not include tights in the costume fee. Tights are not included for cheer or Hawaiian students.
6. Students in multiple classes will receive one pair of tights.
7. **There are absolutely no costume refunds or exchanges.**
8. Some costumes may need alterations in length or have straps or skirts that come in unattached that you will need to attach. L.P.D.C. is not responsible for such adjustments.
9. You will be required to purchase any accessories or make up supplies as specified by your instructor for the performances. Students must follow the teacher's specifications in order to perform.

Ordering costumes is not like ordering general clothing and we wish for you to understand the process. All costumes are made by order and take on average 12 weeks for production plus delivery time. Costume companies do not carry stock of sizes for exchanges. If we wish to exchange a size, we are gambling that another customer happened to send back the costume and size we need for an exchange. If not, the exchange is put back in the 12 week production schedule and most likely won't be here on time. We avoid trying to make exchanges at all costs.

Sizing does not follow the same guidelines as regular store clothing. Sizing is not consistent from one costume company to another so don't get hung up on the "size letter" of the costume or tights. As experienced professionals, we are familiar with the way sizing runs from each costume company we use. This is one of the reasons that we do not have parents choose sizes. We take generous measurements meaning that we do leave adequate room for growth from November to May and we always order the next size up if a student's measurements are close to the next size.

With all this in mind, we still cannot guarantee that everything will always go as planned regarding costumes. Depending on the student's shape, the costume may not look the same on her as it did on the model. This does not mean that the incorrect size was ordered. Costumes are not always comfortable as they frequently itch, the elastic may bind and may be difficult to get in and out of. Again, this does not mean that the wrong size was ordered.

It is fairly rare that we run into any real issues with costumes. In these cases, we will do as much as possible to work with the student to make the costume fit in an acceptable manner. You will not help the situation by arguing with us, yelling at us or making demands of us and we will not refund your money. Give us a chance to work with you if there truly is a problem. However, we cannot cater to the personal tastes and preferences of every parent. We put the utmost care and diligence into providing our students with a well fitted and attractive costume at a reasonable price. We thank you in advance for your future cooperation.



Christmas Costume Policies

1. LPDC will provide costumes for the Christmas performance. You will need to purchase a pair of tights.
2. Costumes will be sized and handed out at our costume night. Please see the calendar for dates.
3. You will be required to provide us with a \$50 check for each costume as a deposit. When the costume is returned in the same condition with all pieces at our check in date, your check will be returned to you uncashed. Late returns will be charged a \$5 late fee per week until it is returned and any damaged or missing pieces will result in forfeiture of your deposit in full.
4. We have a limited number of costumes and sizes so we do our best to fit everyone as well as possible but we need you to be cooperative if something doesn't fit exactly the way you want.
5. If your home is a smoking household, please store the costume in a smoke free location.



Competition Team

We had a very successful and fun first year with our competition team. The team is open to student 8 years old and older but dancers must have the dedication and maturity to participate. The basic expectations are below.

1. Participants are allowed no more than 3 absences for the dance season.
2. Any student missing the last scheduled rehearsal before an event will be pulled from the piece for that event and no refunds will be issued.
3. We plan to compete at 2 regional events (within about a 1 hour drive) and 1 National event if the group would like to do so.
4. You must have a copy of your birth certificate on file with LPDC.
5. Fees:
 - a. Rehearsals: \$12 per month Sept thru May, due the first week of each month.
 - b. Entry fees: On average about \$40 per event
 - i. Competition entry fees are NOT RETURNABLE regardless of circumstances. This is typical no matter which competition we enter.
 - c. There will be a small fee if we need to add any additional rehearsals
 - d. The choreography sessions are \$10 per dancer per day.
 - e. All team members are responsible for all rehearsal fees regardless of their attendance including the choreography days. We have to pay a fee to use the building so we need everyone paid.
 - f. If we choose to attend any event requiring an overnight stay or air travel, the group will split the cost of hotel expenses, air fare and/or gas to cover the expenses for 1 teacher traveling with the team. This is a standard request amongst dance teachers, skating or gymnastic coaches.
 - g. Costume fee: May be more than the regular class fee but we will keep the cost as low as possible.
6. Behavior and Attitude:
 - a. You are expected to follow all studio rules at rehearsal and always be in class uniform with all supplies for rehearsal.
 - b. You are expected to be pleasant and polite to our teachers and other team members.
 - c. You are expected to give 110% in rehearsal at all times. We don't improve by being lazy.
 - d. Any student not meeting these expectations will be removed from the team with no refunds.

Acknowledgement and Waiver

Below is an overview of our policies. Please read the handbook for full details. Please initial that you understand and agree to abide by our policies.

1. I understand the enrollment policies and my responsibility to ensure that my dancer or myself is enrolled in the correct class, contact information and name spelling is correct. 1.____
2. I understand the attendance policy and that my dancer may be removed from any performance. 2.____
3. I understand the tuition policies including all late fees and cancellation procedures and that November 1st is the deadline to drop a class. After November 1st, I am agreeing to pay the full tuition for the season regardless if my dancer continues the class. 3.____
4. I understand that all fees must be paid in full to participate in the recital. 4.____
5. I understand that the participant is required to be present for the entire performance for both the Christmas performance and the spring recital. It is a commitment of about 2 – 3 hours per show. 5.____
6. I understand that the dancer must be present for all dress rehearsals or they will not perform. 6.____
7. I have read and understand all of the policies and guidelines presented to me in the Lincoln Park Dance Company Student Policies and Participation Handbook, on our website and any additional requests throughout the year. I agree to abide by these guidelines and that my son/daughter will also be informed and instructed to follow instructions as well. 7.____
8. I understand that dance is an athletic and strenuous activity where injuries may occur. I will not hold the Lincoln Park Dance Company, the employees or contract employees of the Lincoln Park Dance Company or volunteers of the organization responsible for any injuries incurred by my child or myself while attending any class or event presented by the Lincoln Park Dance Company. 8.____
9. I understand that any photos or videos taken by LPDC at any class or event you or your dancer may be participating in may be used in any publicized materials in paper or electronic format, that will aid in the promotion of the Lincoln Park Dance Company. 9.____
10. I agree that I will not post any photos or videos of choreography, class or performance by the Lincoln Park Dance Company including anything containing my child on any social media without the express permission of LPDC. Choreography is an intellectual property of our staff and permission must be granted for any and all use outside of studio related events. 10.____

This form must be signed and returned at the first attended class in order to participate in the Lincoln Park Dance Company educational program.

Student Name _____

Parent/Guardian Name _____

Signature _____

Date _____